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June 16, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT THE FISCAL YEAR (FY) 2008-09 PROPOSED AND FINAL CHANGE BUDGET (ALL DISTRICTS) (3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the County Classification Plan by adding new classes, deleting obsolete classifications, implementing new positions countywide in conjunction with the FY 2008-09 Proposed and Final Change Budgets as recommended by the Chief Executive Office, establishing new bonus provisions, deleting obsolete bonus provisions, and making minor technical corrections.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add two (2) classes, to delete three (3) non-represented classes, to establish new bonus provisions, to delete obsolete bonus provisions, to update the departmental provisions to reflect positions allocated in the FY 2008-09 Proposed and Final Change Budgets, and to make minor technical corrections.

PURPOSE/JUSTIFICATION FOR RECOMMENDED ACTIONS

The amendment of County Code Section 6.28.050 reflects new classes, deleted classes, and minor technical corrections to be implemented in conjunction with the FY 2008-09 Proposed and Final Change Budgets. Furthermore, your Board's approval of this ordinance will fulfill the Charter requirement to provide, by ordinance, for the number of County employees, and will provide the authority for County departments to fill new positions allocated in the FY 2008-09 Proposed and Final Change Budgets. It will also amend bonus provisions applicable to County Counsel and the Probation Department. These recommendations are a routine part of the annual budget process. It should be noted that due to budget process changes implemented this year, some of the Final Change Budget allocations are provisional pending further review. We intend to file another Board letter and ordinance to reflect any changes made as a result of the review.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organizational Effectiveness Goals, to improve the quality of the workforce, to provide appropriate staffing levels to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

New Classes

Two (2) Animal Care and Control classes are being created in the County's classification system to replace the existing Animal Shelter Aid classification (Attachment A). These classes will facilitate the department's efforts to restructure the work, and ultimately improve the facility maintenance and animal care within the department. The Animal Care Attendant I will be responsible for feeding and caring for animals, and for maintaining sanitary conditions at the animal shelters. The Animal Care Attendant II will be responsible for receiving, processing, and caring for impounded animals at the animal shelters, and will assist in providing on-the-job instruction to lower-level Animal Care Attendants. These new classifications will provide an enhanced career path for current Animal Shelter Aids. Once vacated, the Animal Shelter Aid will be deleted from the County Classification Plan.

Deleted Classes

We are recommending the deletion of three (3) Probation classifications (Attachment A). The vacant classification of Probation Director I is being recommended for deletion from the County's classification plan. In our March 11, 2008 Board letter, we reclassified all Probation Director I positions to Probation Director since there were no distinguishing characteristics between the classes in terms of duties, responsibilities, or minimum qualifications. At that time, we also stated our intent to delete the Probation Director I class once vacated.

The Assistant Division Chief, Systems, Probation and the Division Chief, Systems, Probation were removed from the Probation Department budget per our FY 2006-07 Supplemental Budget Board letter adopted by your Board on January 23, 2007. Since these positions are now vacant, we are recommending that they be deleted from the County Classification Plan.

Class deletions are consistent with the County's strategy to reduce the number of obsolete County classes. The Probation Department has been informed of and has consented to these deletions.

Bonus Provision Changes

The County Counsel Dependency Appeals Division has merged into the larger Dependency Division. Under this new organization, the Assistant County Counsel position functions as the division chief and the Senior Deputy County Counsel positions function as section heads. In order to provide appropriate compensation for these assignments, the Assistant County Counsel may receive a bonus of 5.5 percent, and the Senior Deputy County Counsel positions may receive a bonus of one (2.75 percent) or two (5.5 percent) salary schedules based upon the size of the sections managed. The recommended changes will establish a formal procedure by which County Counsel, with Chief Executive Office approval, may provide the additional compensation to recognize these assignments.

We are also recommending the deletion of two (2) Probation Department-specific bonuses. The bonus for Senior Probation Director (#8621) was originally established to provide additional compensation for those assigned to oversee a bureau. The newly established classification of Bureau Chief, Probation (#8633) now recognizes this assignment, and incorporates this additional bonus in the base compensation. Consequently, there is no reason to retain this bonus provision. Also, the Transcriber-

Typist bonus provision is no longer utilized by the Probation Department. Therefore, it is being recommended for deletion.

Technical Corrections

We are recommending minor technical corrections to various classifications (Attachment A). In our March 11, 2008 Board letter, we established the new classification of Chief Financial Officer, Health Services (#4560), and recommended that it be compensated at the level of S16. Although the salary was correctly denoted in the Board letter, it was incorrectly denoted in the ordinance as "R16." Likewise, in our April 15, 2008 Board letter, we established the new classification of Supervising Environmental Engineering Specialist. Although the item number was correctly denoted in the Board letter, it was incorrectly denoted in the ordinance. This ordinance will correct these errors.

Corrections to the effective dates are being recommended to six (6) classes that were adopted by your Board on March 18, 2008 pursuant to our March 11, 2008 countywide reclass letter.

FISCAL IMPACT/FINANCING

The cost of and financing for the new position recommendations have been included in the FY 2008-09 Proposed and Final Change Budgets.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles, the Board of Supervisors is to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons employed in the service of the County. The County Charter also authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these recommendations will enable departments to effect personnel actions associated with the FY 2008-09 Proposed and Final Change budgets. Ultimately, this will enhance the quality of services provided to the public.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL:PHG
SJM:VMH:CS:mst

Attachment

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**CLASSES RECOMMENDED FOR ADDITION**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Horizons/Options	2989	Animal Care Attendant I	NN 65B
Horizons/Options	2991	Animal Care Attendant II	NN 67B

NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION

Item No.	Title
2634	Assistant Division Chief, Systems, Probation
2635	Division Chief, Systems, Probation
8613	Probation Director I

TECHNICAL CORRECTIONS**Item Number Correction**

Title	Current Item Number	Corrected Item Number
Supervising Environmental Engineering Specialist	3306	4208

Salary and/or Effective Date Correction

Item No.	Title	Effective Date or Salary Schedule & Level to Correct			Recommended Correction		
4588	Administrator, Office of Ambulatory Care	03/18/2008	N23	S14	03/18/2008	N23	S14
		07/01/2008	N23	S14	01/01/2009	N23	S14
		01/01/2009	N23	S14			
4560	Chief Financial Officer, Health Services	03/18/2008	N23	R16	03/18/2008	N23	S16
		07/01/2008	N23	R16	01/01/2009	N23	S16
		01/01/2009	N23	R16			
2582	Chief Information Security Officer (UC)	03/18/2008	N23	R14	03/18/2008	N23	R14
		07/01/2008	N23	R14	01/01/2009	N23	R14
		01/01/2009	N23	R14			
3306	Deputy Director, Regional Planning (UC)	03/18/2008	N23	R14	03/18/2008	N23	R14
		07/01/2008	N23	R14	01/01/2009	N23	R14
		01/01/2009	N23	R14			
2565	Information Technology Manager I	03/18/2008	N23	S11	03/18/2008	N23	S11
		07/01/2008	N23	S11	01/01/2009	N23	S11
		01/01/2009	N23	S11			
2571	Information Technology Manager II	03/18/2008	N23	S12	03/18/2008	N23	S12
		07/01/2008	N23	S12	01/01/2009	N23	S12
		01/01/2009	N23	S12			

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Adding and establishing the salary for two (2) employee classifications;
- Deleting three (3) non-represented employee classifications;
- Making minor technical corrections to various classifications;
- Amending Section 6.64.020 (County Counsel - Additional information) to establish bonus provisions applicable to positions in the Dependency Division;
- Amending Section 6.100.020 (Probation Department - Additional information) to delete obsolete bonus provisions; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Affirmative Action Compliance, Agricultural Commissioner/Weights and Measures, Alternate Public Defender, Animal Care and Control, Assessor, Auditor-Controller, Beaches and Harbors, Board of Supervisors, Chief Executive Officer, Children and Family Services, Community and Senior Services, County Counsel, District Attorney, Fire, Health Services, Human Relations, Human Resources, Internal Services, Mental Health, Military and Veterans Affairs, Museum of Natural History, Parks and Recreation, Probation, Public Defender, Public Health, Public Library, Public Social Services, Public Works, Regional Planning, Registrar-Recorder/County Clerk, Sheriff, Treasurer and Tax Collector.

RAYMOND G. FORTNER, JR.
County Counsel

By:



HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Division

HSM:asv

Requested: 04/23/08

Revised: 05/22/08